

2 TEMPORARY – VISA CLERKS (for a period of 4 months)

ANNOUNCEMENT NUMBER: 04-138

OPEN TO: All interested candidates

POSITION: 2 Visa Clerks, FSN-4; FP-AA

LOCATION: Cape Town

OPENING DATE: May 24, 2004

CLOSING DATE: June 7, 2004

WORK HOURS: 20 – 25 hours work week

SALARY: *EFM/MOH/NOR:
Position Grade: FSN-4; FP-AA

*Ordinarily Resident: R67,572 p.a (Starting salary) (Pro-rated
for 20-25 hour work week)
(Position Grade: FSN-4)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT ALLOWING APPLICATION FOR A WORK PERMIT BEFORE BEING ABLE TO APPLY. IF THE APPLICANT HAS NOT HAD DIRECTLY RELEVANT EXPERIENCE, THE APPLICANT MAY BE HIRED AT A TRAINEE LEVEL BELOW THE FULL PERFORMANCE LEVEL. APPLICANTS NOT CONTACTED WITHIN 30 DAYS YOU SHOULD CONSIDER THE APPLICATION UNSUCCESSFUL. APPLICANTS INTERVIEWED WILL BE ADVISED IN WRITING OF THE RESULTS OF THE INTERVIEW.

The U.S. Consulate in Cape Town is seeking 2 Visa Clerks.

BASIC FUNCTION OF POSITION

Serves as Visa Clerk in the non-immigrant visa section. Performs a wide range of NIV duties including accepting, reviewing and processing all types of NIV applications, data entry and photo capturing of non-immigrant visa applications onto the Machine Readable Visa (MRV) system.

A copy of the complete position description listing all duties and responsibilities is available in the Consulate Office. Contact Des Fray at (021) 421-4316

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. Completion of Secondary school (Matric) required.
2. Level IV English – fluent reading, writing, and speaking English.
3. Proficiency with computers, word processing, excel spreadsheet are required.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY

Interested candidates for this position should submit the following:

1. Application for Federal Employment SF-171 for American positions and OF-612 or current resume addressing all requirements for South Africans.
2. Documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the minimum requirements of the position as listed above.

SUBMIT APPLICATION TO

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Attention: U.S. Consulate
P O Box 6773
CAPE TOWN
8012

POINT OF CONTACT

Des Fray
Telephone: (021) 421-4280 X2323
Fax: (021) 421-4316

DEFINITIONS

1. Appointment Eligible Family Member (EFM): U.S. citizen spouse or U.S. citizen child as referred to in 6 FAM 111.3, paragraph 1) who is at least 18 years of age; 2) and who is on the travel orders of a U.S. citizen Foreign or Civil Service employee or military service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad and under Chief of Mission authority; 3) is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 4) does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniformed services.
2. Member of Household (MOH): 1) Person who has accompanied, but is not/not on the travel orders a U.S. citizen Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. foreign service post or establishment abroad; 2) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) will reside at post with the employee.
3. Ordinarily Resident (OR): A citizen of South Africa or a citizen of another country who has residency in South Africa and has the required work and/or residency permit for employment in South Africa.
4. Not-Ordinarily Resident (NOR): A non-South African citizen (U.S. citizen or foreign national) who, although legally resident in South Africa, is not permanently resident. U.S. citizen EFMs and Members of Household of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under South African law.

CLOSING DATE FOR THIS POSITION: June 7, 2004

Approved: HRO:N.Bluhm
Cleared: HRMS:L.Jordaan
CPT:M.Spivak

DRAFTED:STLHAABYE